

## ADHPLRP Retention Enrollment/Application Process

**FOR FY12 RETENTION SELECTION BOARD DATES AND DEADLINE DATES TO APPLY  
SEE RETENTION APPROVED SPECIALTIES.**

### Applicant

1. [Sample Service Agreement](#) - **Sample only** - ADHPLRP FY12 Retention Service Agreement. This document is for illustration only. Completed FY12 ADHPLRP Service Agreement will be mailed to your home address if selected for ADHPLRP.
2. [Application](#)
3. [Commander's Recommendation Letter](#)
4. [License Validation Form](#)
5. [Lender Release Form](#) - provide ADHPLRP with a lender release form for each lending institution listed on your application.
6. [Loan Summary Sheet](#) - for each lender (if loans were consolidated applicant must submit consolidation document or go to <https://www.nslds.ed.gov> and submit list of loans along with an individual loan document for each loan on the NSLDS list)
7. [National Practitioner Data Bank](#) - Applicant must attach National Practitioner Data Bank Search printout with Commander's Recommendation Letter, if applicable - see NPDB Web Site for self query instruction. <http://www.npdb-hidb.hrsa.gov>
8. Applicant mails original items to AFIT/ENEM - **SEE RETENTION APPROVED SPECIALTIES FOR DEADLINE DATES.**

AFIT/ENEM

ATTN: Ms Patricia Faustman

2950 Hobson Way

Wright-Patt AFB, OH 45433-7765

**AFIT/ADHPLRP only receives mail twice weekly – to ensure application package received by AFIT/ADHPLRP you may FedEx application packages and contact our office once signature by AFIT confirmed.**

9. Applicants who are in their final year of training for their specialty must, at the completion of their training, submit to AFIT/ENEM a Program Director letter indicating successful completion of training.
10. Participant receives email notifying payment has been authorized to DFAS for disbursement.
11. If payment has not been posted to loan account within 60 days, notify AFIT/ENEM.

### Summary

Applicant must submit the below documents to the AFIT/ADHPLRP to apply for ADHPLRP.

1. Original Retention ADHPLRP Application
2. Original Commander's Recommendation letter (letter must be signed by Squadron Commander)
3. Original Lender Release Form(s)
4. Original Loan Summary sheet(s)
5. Original License Validation Form (form must be completed and signed by the credentials or education & training department).
6. National Practitioner Data Bank printout (if applicable)
7. AFIT/ADHPLRP must receive all original application documents by deadline dates.

### **AF Representative**

1. HQ AFPC conducts ADHPLRP Retention selection board, sends results to AFIT/ENEM along with Existing/New ADO dates/reason for previous ADO/validated training completion date along with specialty/TAFSCD
2. HQ AFPC notifies AFIT/ENEM when ADHPLRP Service Agreement received and accepted. Note: AFIT notifies HQ AFPC of those selectees that have submitted program director letters certifying successful completion of specialty training.

### **AFIT/ADHPLRP**

1. AFIT/ADHPLRP verifies folder items - creates folder
2. AFIT/ENEM sends weekly list of applicants and other pertinent application material to HQ AFPC.
3. AFIT/ENEM prospectively validates loans for amount and eligibility, determines prospective award amount.
4. AFIT/ENEM obtains actual payoff values, actual validated amount (award).
5. AFIT/ENEM mails Selection Letter with ADHPLRP Service Agreement to selectee. Note: For those in final year of training, AFIT also notifies selectee to send AFIT a letter signed by his/her program director indicating successful completion of training.
6. AFIT/ENEM creates voucher for payment authorization and sends to DFAS for disbursement.
7. AFIT/ENEM investigates payments overdue 60 days.